



CITY OF ALLENTOWN

No. _____

RESOLUTION

R30 - 2025

Introduced by the Administration on March 19, 2025

Authorization for Contract with Biros Utilities, Inc. in the estimated yearly budgeted sum of \$25,200.00 to provide the rental and service of Portable Toilets on a monthly basis with cleaning/sanitizing and winterizing services. Three (3) bids were received, contract shall be for one (1) year with two (2) additional one (1) year renewals beyond the contract expiration period.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Biros Utilities, Inc.
2. Project or Contract Reference: Bid No. 2024-47 Portable Toilet Rental and Service
3. Description of Service(s): To secure a contractor to provide the rental and service of Portable Toilets on a monthly basis with cleaning/sanitizing and winterizing services.

NOW, THEREFORE, BE IT RESOLVED, on this the 19th day of March, 2025, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Bid No. 2024-47 Portable Toilet Rental and Service

TO: City Council, City Clerk, and Council Solicitor

FROM: Mandy Tolino, Department Head

DATE: March 7, 2025

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for it's approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

X The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

United Rentals (North America), Inc. (d/b/a Reliable Onsite Services): 1435 North Maxwell Street, Allentown, PA 18109 - \$21,750.00

Russell Reid Waste Hauling and Disposal Service Co., Inc.: 118 Flanders Road, Westborough, MA 01581 - \$14,185.00

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Biros Utilities, Inc.: PO Box 94 14 Schoolhouse Road, Sheppton, PA 18248

Contract Consideration: Estimated yearly budgeted sum of \$25,200.00

Bid Amount \$13,545.00

Funding Source: 006-08-6761-0001-30 \$7,200
006-08-6761-0031-50030 (Munis)
091-08-9001-0001-30 \$6,000
091-08-9001-0031-50030 (Munis)
000-08-0905-0002-30 \$5,000

000-08-0905-0031-50030 (Munis)
000-08-0709-0007-30 \$6,000
000-08-0709-0032-50030 (Munis)
000-08-0709-0008-0008-30 \$1,000
000-08-0709-0033-50030 (Munis)

- Description of project or scope of services to be provided:

On December 18, 2024, the City advertised a solicitation to secure a contractor to provide the rental and service of Portable Toilets on a monthly basis with cleaning/sanitizing and winterizing services. On January 15, 2025, there was a public opening held for which three (3) bids were received. Upon review of the bids, it was determined to award to the lowest bidder, Biros Utilities, Inc.

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon written notification, this contract can be extended for two (2) additional one (1) year terms beyond the contract expiration period.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

Estimated yearly budgeted sum of \$25,200.00 per contract renewal year, contract sum totaling \$75,600.00 if all renewals are utilized.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Mandy Tolino, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution